

## Process Safety Management Audit Checklist

### Training

	Y/N	Comments
<b>Documentation</b>		
For employees and contractor employees involved in operating a process, do initial and refresher training records exist? Do the records contain the identity of the employee, the date of the training, and the means used to verify that the employee understood the training?		
Has each employee and contractor employee been trained before being involved in a newly assigned process?		
Is there written certification that employees and contractors have the required knowledge, skills and abilities to safely carry out the duties and responsibilities specified in the operating procedures? (Review the documents to make sure the certification has not been invalidated by a change in duties.)		
<p>Has each employee and contractor employee involved in operating a process been trained in an overview of the process and the operating procedures including:</p> <ul style="list-style-type: none"> <li>• Steps for each operating phase? Initial startup, normal operations, temporary operations, emergency shutdown, emergency operations, normal shutdown, and startup following a turnaround or emergency shutdown</li> <li>• Operating limits? Consequences of deviations and steps required to avoid deviations</li> <li>• Safety and health considerations? Properties and hazards of chemicals used and precautions for preventing exposure</li> </ul>		

<ul style="list-style-type: none"> <li>• Safety systems and their functions?</li> </ul>		
Has management consulted with employees and contractor employees involved in operating the process to determine the appropriate frequency for refresher training? Is the frequency at least once every three years?		
<b>Interviews</b>		
Based on interviews with a representative number of employees, has their training emphasized specific safety and health hazards, emergency operations including shutdown, and safe work practices applicable to their tasks?		
Based on interviews with employees named as having provided consultation, has the company consulted with employees involved in operating the process to determine the appropriate frequency of refresher training?		